

## CITY COUNCIL CONFERENCE MINUTES

November 24, 2009

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in a conference at 5:30 p.m. in the Municipal Building Conference Room on the 24th day of November, 2009, and notice and agenda of the meeting were posted at the Municipal Building at 201 West Gray, and the Norman Public Library at 225 North Webster 48 hours prior to the beginning of the meeting.

PRESENT: Councilmembers Atkins, Butler, Cubberley, Ezzell, Griffith, Kovach, Quinn, Mayor Rosenthal

ABSENT: Councilmember Dillingham

DISCUSSION REGARDING CHANGE ORDER NO. TWO TO CONTRACT NO. K-0809-118 WITH TRANS-TEL CENTRAL, INC., INCREASING THE CONTRACT AMOUNT BY \$60,351.60 TO PROVIDE ADDITIONAL WORK ON LINDSEY STREET AT MCGEE DRIVE, JENKINS AVENUE, ASP AVENUE, ED NOBLE PARKWAY, THE STREET MAINTENANCE FACILITY, AND ALONG 24TH AVENUE AS WELL AS THE FIBER OPTIC LINE AT ONE PARTNERS PLACE LOCATED ALONG DAVID BOREN AVENUE FOR THE FIBER OPTIC PROJECT AND BUDGET APPROPRIATION.

City Council, in its meeting of February 24, 2009, approved Contract No. K-0809-118 with Trans-Tel Central, Inc., in the amount of \$619,425 to provide engineering design and installation of a fiber optic network for City of Norman facilities and in its meeting of May 26, 2009, approved Change Order No. One increasing the contract amount by \$60,941 to provide for additional fiber facilities required by the Robinson Street Grade Separation Project.

Ms. Kari Madden, Network Manager, highlighted the changes outlined in Change Order No. Two and said it will increase the contract by \$60,351.60. The change order will provide for additional work to integrate the fiber cables to existing City traffic control facilities along 24th Avenue as well as additional work and testing at the above-mentioned locations in addition to extending fiber to One Partners Place to minimize recurring transport fees to carriers for internet access. The University of Oklahoma has agreed to allow the City to run fiber through their existing conduit at One Partners Place. The City's existing internet service provider is OneNet of Oklahoma and their main network facilities are located in One Partners Place. Utilizing the existing conduit will save the City of Norman monthly circuit costs/internet cost and allow the City to increase its internet bandwidth with OneNet, which will significantly improve connection speeds for all City of Norman internet users. It is also critical to the success of the new video streaming project for viewing of Council and Planning Commission meetings.

Change Order No. Two is scheduled for consideration on Council's regular agenda on November 24, 2009.

Items submitted for the record

1. Memorandum dated November 12, 2009, from Kari Madden, Network Manager, to the Honorable Mayor and City Councilmembers
2. Change Order No. Two to Contract No. K-0809-118

DISCUSSION REGARDING CHANGE ORDER NO. ONE TO CONTRACT NO. K-0910-27 WITH RED CLIFF, INC., INCREASING THE CONTRACT AMOUNT BY \$57,273.68 TO MODIFY THE SPECIFICATIONS TO USE A THICKER PIPE IN AREAS WHERE THE TRENCH EXCEEDS 20 FEET FOR THE LITTLE RIVER INTERCEPTOR, PHASE III, AND NORTHWEST INTERCEPTOR PROJECTS.

The Norman Utilities Authority, in its meeting of July 28, 2009, approved Contract No. K-0910-27 with Red Cliff, Inc., in the amount of \$1,637,392 for the Little River Interceptor, Phase III, and Northwest Interceptor Projects. Mr. Mark Daniels, Utilities Engineer, highlighted Change Order No. One increasing the contract amount by \$57,273.68 and said it will allow for the installation of thicker walled sewer pipe in areas where the depth of trench exceeds 20 feet. The piping change greatly reduces the probability of future maintenance and insures that a design life of 50 years or more can be attained. The use of thicker pipe was to be included by addendum but was inadvertently omitted by the design engineer and staff. The contract price was 49% below the engineer's estimate and over \$2.5 million remains unencumbered in the project account, which will cover the cost of the change order.

Change Order No. One is scheduled for consideration on Council's regular agenda on November 24, 2009.

Items submitted for the record

1. Memorandum dated November 10, 2009, from Mark Daniels, Utilities Engineer, to Norman Utilities Authority
2. Change Order No. One to Contract No. K-0910-27

DISCUSSION REGARDING THE CITY OF NORMAN WEBSITE REDESIGN PROJECT.

Ms. Madden provided an overview of the City of Norman website. She said both the City and the Information Systems Division were committed to providing a modern, stream-lined, graphically interesting website. The site will provide and improve government services, transactions, and interactions with citizens, business owners, and other government agencies. The site will portray a positive, professional image of Norman and the quality of life it has to offer. She said the 2009 City of Norman Community Survey indicated 33% of citizens use the existing web site to get information about the City; 35.6% are satisfied with the usefulness of information available on the website; 52% are satisfied with the user-friendliness of the current site; and 53.4% have visited the City's website in the past 12 months. She said the survey suggests the website is highly utilized and would benefit the proposed improvements.

Ms. Madden said the key elements to a good website include the site's purpose, content, visual appeal, and user interface. She said the current platform is "Front Page" which is typically used for individual or small websites. She said the existing site is more of a "news site," lacks visual appeal, the front page is cluttered, and the information is often out dated. Additionally, there is currently a centralized update process with a single point of contact for updating web content, which often results in slower updates.

Ms. Madden said the new site reflects a "City Site" design; incorporates web design standards for one page layout, organized menu systems, and reduced clutter on the home page; incorporates professional images to capture visual interest; and provides distributed content management. The new website development platform provides extremely quick update capability with very user friendly interface. It incorporates an overhead menu system for ease of navigation regardless of location on the website. She said the new platform "Drupal" is a free open source content management system, which is easy to use and easy to train.

Ms. Madden demonstrated the new site and addressed Council's concerns and questions. Councilmembers identified areas to address as follows:

- Boards and Commissions - provide information so that citizens will know how to volunteer to serve on a Board or Commission.
- Add the Action Center on the list of "quick links" and provide a description of Action Center under City Government menu.
- Add the phrase "Building an Inclusive Community" to the top of the home page similar to the existing website.
- Provide a hyper link to allow citizens to email complaints directly to the Code Compliance Division for weed violations, etc.
- Change the menu name for the "Norman Living" menu to "Life Around Norman" or something else so as not to conflict with the *Norman Living* magazine.

Ms. Madden said Staff will address Council's concerns and the website will go live to the public on December 1, 2009.

Items submitted for the record

1. PowerPoint presentation entitled, "Website Re-Design Project"

The meeting adjourned at 6:26 p.m.

ATTEST:

---

City Clerk

---

Mayor